



# THE CITY OF **BERWYN, ILLINOIS**

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

## **City Clerk's Office** **STAFF VACANCY**

Position: Administrative Clerk  
Full Time Position – Monday-Friday 9:00 a.m. to 5 p.m./Occasional evenings

Application Deadline: March 1, 2006  
Start Date: March 10, 2006

Salary: \$25-29,000 per year depending on experience.

### **Principal Duties & Responsibilities:**

- Acts as a resource to citizens by providing information on City ordinances and assisting with requests under the Freedom of Information Act.
- Keeps records of:  
City Council Proceedings, minutes and agendas  
Handicapped signs issued and follow up.  
Files on all lawsuits  
Accepts bids and maintains records of submitted bid bond checks  
Zoning Ordinance Files
- Types and mails meeting notices for zoning meetings. Types oaths for new employees.
- Assists and fills in for City Clerk secretary.
- Prepares Council packets
- Backs up switchboard as needed.

### **During election years is required to:**

- Register new voters
- Provide election judges for all precincts and polling place information.
- Maintains voter records for voter registrars and all election results.
- Conducts in house voting
- Issues supply packets to all election judges.

### **Qualifications:**

- High school diploma or equivalency
- High preference to bi-lingual English/Spanish candidates
- PC literate, able to use Microsoft Office Products
- Several years of clerical experience required



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Applications can be picked up and returned to:  
City of Berwyn Human Resources Department  
6700 West 26<sup>th</sup> Street  
Berwyn, Il 60402-0701

The City of Berwyn is an Equal Opportunity Employer